

**PERMANENT RULES OF ORDER
OF THE BOARD OF
COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE**
(As Last Amended by the County Commission as Item No. 25, on October 6, 2008)

6. ORDINANCES, RESOLUTIONS AND OTHER ITEMS

(a) Ordinances and Resolutions. All ordinances and resolutions (“Items”) shall be referred to the appropriate committee by the Chief Administrator with the approval of the Chair.

(b) Timely Submission of Ordinances and Resolutions or Other Items and Requirements Pertaining Thereto. All Items, except congratulatory or memorial Resolutions, shall be filed with the County Commission, with all other required documents, in a timely fashion, *no later than noon of the Thursday following each regular meeting of the County Commission, unless such Thursday shall be a county holiday, then on the next business day following*, except by leave of the Chair of the County Commission prior to initial publication or distribution of the agenda and Items to the Commissioners, or following that date by suspension of these Rules in accordance with Rule 27. A committee may allow an Item to be added on to the agenda of the committee, however, such Item shall be designated as an add-on Item as provided in these Rules, and upon objection during the County Commission session by any Commissioner any such add-on Item shall require suspension of these Rules in accordance with Rule 27.

(c) Required Accompanying Material. All Items filed for introduction with the County Commission shall be accompanied by a concise written summary of the substance of the Item. In the event that the Item amends any previously adopted Item, or changes any prior policy or procedure, such summary shall also contain a short statement of the changes.

- (i) All such Items shall also be accompanied by appropriate explanatory material and if such Item is based upon the actions or recommendations of any other body, then a copy of the resolution or other statement recommending approval as well as any act or charter provision relevant thereto shall be attached.
- (ii) All Items and supporting material submitted by any County official, land use case applicant, or board, commission, authority or agency of County government, shall be provided to the County Commission in electronic format and placed into the paperless agenda system prior to the meeting at which such Items will be presented for consideration. Only handouts presented at a meeting by a citizen will be dated and scanned into the paperless agenda system by County Commission staff.

(d) Route Sheet Required. No Item which originates with a person or entity other than a Commissioner shall be filed for introduction unless accompanied by a fully completed and executed Route Sheet in the form attached as Exhibit “A” to these Rules. If any Item is filed without a properly completed and fully executed Route Sheet, such Item shall be deferred until the next filing deadline for submission of Items to the County Commission, unless approved by approval of two-thirds of the Commissioners present and voting.

(e) Caption of Items. All Items shall include a caption which shall contain:

- (i) A concise caption identifying such Item as a Resolution or Ordinance and describing the action/approval sought by such Item;
- (ii) The following statement: “Sponsored by Commissioner _____”; unless exempted under Rule 6(f); and
- (iii) For those Items which authorize the expenditure of funds, a statement describing the source of the funds, such statement to be in such form and substance as shall be approved by the Chief Administrator of the County Commission from time to time.
- (iv) Blanks for the name of the mover and seconder shall be filled in by the Minutes Clerk after approval of each Item.

(f) Agenda and Sponsorship of Items.

- (i) The agenda for meetings shall be approved by the Chair. Staff shall promptly notify a committee Chair when an Item is added to the agenda. At the discretion of the committee Chair, an Item, except for land use cases, appeals or other matters required by law to be considered by the County Commission, may be deferred until the next committee meeting, subject to a majority vote to the contrary of those Commissioners present and voting. Such discretionary deferral by the committee Chair shall be limited to two deferrals for any particular Item.
- (ii) All Items shall be submitted to the County Attorney for approval as to form prior to being placed on the agenda.
- (iii) No Item shall be placed on the agenda unless sponsored individually by a Commissioner, or as the Chair of the appropriate committee, except for land use cases, appeals or other matters required by law to be considered by the County Commission.

(g) Designation of Add-On Items. In the preparation of the agenda for any meeting of the County Commission, any Item which was added on the agenda after the initial publication and distribution of the initial agenda to Commissioners shall be marked on all subsequent versions of the agenda prepared for that Commission session as an “add-on Item” and the Parliamentarian shall announce that this is an add-on Item before the Item is considered in County Commission session.

(h) Assistance by the Chair. The Chair shall assist the County Commission by requesting such technical, legal, accounting and other necessary assistance as may be required by the County Commission collectively or individually to be able to reach any conclusions regarding Items presented to the County Commission.

(i) Information. The Chair and such appropriate members of the Executive Branch of County Government and the elected officials of County Government shall at all times forward information to the County Commission and to individual Commissioners so that the Commission at all times shall have full access to all proposals, recommendations, projects and suggestions which may affect the individual Commissioners' districts, constituency, or the County as a whole and have appropriate information to furnish to the Commissioners as members of a committee, board, commission, agency or authority. All responses to requests for proposals which are under negotiation shall be exempted from the foregoing.

(j) Information from Agencies Funded by County Government. All agencies, authorities and elected officials shall provide such information concerning the expenditure of public funds as shall be requested by the County Commission from time to time.

(k) Contracts. All contracts presented to the County Commission for final approval shall be reviewed by a member of the County Attorney's staff and there shall be a certification by such staff member that the contract has been reviewed and approved as to legal form.